	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> NOV 30 2011	<b>POLICY NO.:</b> COR.14.26
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.14.26 & 12/15/2009	
	<b>SUBJECT:</b> <b>OFFENDER ASSESSMENT PROTOCOLS</b>		Page 1 of 5

## 1.0 PURPOSE

To implement the department-wide use of standardized protocols for adult offender assessment instruments.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. Chapter 353-6, HRS, Establishment of Community Correctional Centers
- b. Chapter 353-10, HRS, Intake Service Centers
- c. Chapter 353-62, HRS, Hawaii Paroling Authority (HPA); Responsibilities and Duties; Operations; Records, Reports, Staff
- d. Memorandum of Agreement between the Department of the Attorney General (AG), Department of Public Safety (PSD), Department of Health (DOH), and the Judiciary, State of Hawaii, effective April 17, 2002.

### .2 Definitions

- a. Criminal Justice Agencies: The Probation Divisions, the PSD, and the HPA
- b. Interagency Council on Intermediate Sanctions Policy Group: A group established by Order of Appointment, issued by Chief Justice Ronald Moon, January 11, 2002.
- c. Level of Service Inventory-Revised (LSI-R): A predictive risk and needs scale that assesses an offender's propensity for further unlawful and rule-violating behavior based upon criminal history and dynamic risk factors.
- d. Reassessment: A file and/or face-to-face interview to review an offender's risk/needs after the initial LSI and ASUS.
- e. Criminogenic Needs: Attributes that are directly linked to criminal behavior.
- f. Proxy: A jail abbreviated risk-screening instrument used to determine the level of investigation and supervision services to be provided to an offender.

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- g. LSI-R/ASUS Consent Form: A pretrial form signed by the defendant acknowledging his/her voluntary participation in being assessed by the LSI-R/ASUS.
- h. Supervision Standards: Minimum required supervision tasks and activities determined by the defendant's classification.
- i. Face to Face Contact: An interview by the assigned officer with the offender at the office, work place, home or other appropriate sites to provide counseling, acquire information, and provide information as part of supervision.
- j. Certification: Passing scores of 3 or less scoring errors on the LSI and a .36 entry-level MI score.
- m. Cyzap: Internet database used by all Criminal Justice agencies to store the offender's scores.

### 3.0 **POLICY**

- .1 The PSD shall ensure that all eligible offenders including those in contracted out-of-state facilities are administered the LSI-R/ASUS by certified staff in a timely manner.
- .2 The PSD shall maintain a common information system platform containing current offender-based information for interagency collaboration.
- .3 The PSD shall be responsible for quality assurance in the application of the assessment instruments.
- .4 Any significant changes to this policy will conform to the goal of the Interagency Council on Intermediate Sanctions (ICIS).

### 4.0 **PROCEDURES**

- .1 Intake Service Center (ISC)
  - a. Staff shall complete the proxy-screening instrument at the initial intake interview.
  - b. Staff shall enter the scores of the proxy into the ISC database.

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- c. Staff shall attempt to obtain the offender's written consent to conduct the LSI-R and ASUS at the initial intake interview with all pretrial felon offenders.
- d. Staff shall complete the LSI-R and ASUS on all pretrial felons granted supervised release that have signed a written consent and have a proxy score of 5 or higher.
- e. Staff will complete the LSI-R and ASUS within 30 days of being released on supervised release.
- f. Staff shall use the results of the LSI-R and ASUS data to assign the appropriate level of supervision.
- g. Staff shall use the results of the LSI-R and ASUS data as guidelines to identify and address service and treatment needs of the offender.
- h. Staff shall identify and request a need for score over-ride when deemed appropriate.
- i. Staff will reassess the LSI-R and ASUS scores of the offender every 6 months or upon any significant event that alters the domain identified for change during the period of supervised release.
- j. Staff shall enter the completed LSI-R and ASUS information in the Cyzap Internet database.

## .2 Correctional Facilities (In State)

- a. All newly sentenced inmates entering the Reception/Admission/Diagnostics (RAD) Unit shall have a LSI-R and ASUS completed by trained and certified staff within 45 days. Only the initial LSI-R/ASUS, Summary Scores, Recommended Treatment Level shall be used to assign inmates to the appropriate level of substance abuse treatment. Overrides shall only be made by the Substance Abuse Programs Manager or designee.
- b. RAD staff shall use the results of the LSI and ASUS to identify appropriate program and treatment level when completing the Initial Prescriptive Plan.
- c. LSI-R and ASUS reassessments shall be completed as part of the inmate transfer request packet submitted to the Inmate Classification Office for transfer to a minimum or community based facility.

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- d. LSI-R and ASUS reassessments shall be completed on all inmates within 24 months to their parole eligibility date.
- e. LSI-R and ASUS Instruments shall be completed within 30 days of placing an inmate on furlough and within 60 days upon placing an inmate on extended furlough.
- f. Staff shall enter the completed LSI-R and ASUS information into the Cyzap Internet database.
- g. Staff shall reassess LSI-R and ASUS scores every 6 months upon admittance into a minimum or community-based facility or any significant event affects the six criminogenic factors identified in the LSI-R.
- h. Staff may request an over-ride to a program and/or an identified level of treatment when appropriate. Such request shall accompany a request for such an exception through the inmate Exception Case form.

**.3 Correctional Facilities (Out-of-State)**

- a. All inmates transferred out-of-state shall have a current LSI-R and ASUS completed by the sending facility.
- b. LSR and ASUS reassessments shall be completed on all inmates returning to In-State Correctional Facilities for furlough, sex offender treatment programs, and parole, prior to their return to the State.
- c. Mainland Branch staff shall enter the completed LSI-R and ASUS information into the Cyzap Internet Database.

**5.0 RESPONSIBILITY**

- .1 Wardens and Branch Managers or designee shall ensure that all staff are properly trained and certified in the use of the LSI-R and ASUS.
  - a. Supervisors shall ensure that staff is appropriately trained to complete the proxy screening, LSI-R and ASUS instruments.
  - b. Supervisors shall ensure that staff is properly trained to enter and retrieve LSI-R and ASUS data from the Cyzap Internet database.

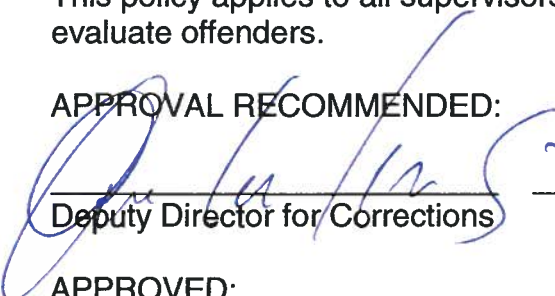
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- c. Supervisors shall ensure that the proxy-screening instrument is completed on all newly admitted pretrial felons in a timely manner.
- d. Supervisors shall ensure that the LSI-R and ASUS initial and reassessment instruments are completed on all offenders meeting the criteria in a timely manner.
- e. Supervisors shall be responsible for conducting random reviews of staff interviews and scoring of the LSI-R and ASUS instruments to maintain consistency in scoring and to identify any (gross) scoring errors.
- f. Supervisors shall be responsible for identifying staff in need of retraining and developing an action plan. Such plan shall be submitted to the manager or warden for approval.
- g. Supervisors shall be responsible for conducting random case reviews to ensure the LSI-R and ASUS data are being used as part of the case planning process.
- h. Supervisors shall be responsible for reviewing and approving or disapproving any request for score over-rides.

## 6.0 SCOPE

This policy applies to all supervisors/managers and staff assigned to assess and evaluate offenders.

APPROVAL RECOMMENDED:

  
Deputy Director for Corrections

11/30/11  
Date

APPROVED:

  
Director

11/30/11  
Date